

RETENTION REQUIREMENTS

R9-5-301.G.3.	Child accident reports	24 months
R9-5-301.J.2.	Fire drills	12 months
R9-5-304.D.2.	Child emergency and immunization info.	12 months
R9-5-306.A.5.	Child attendance	12 months
R9-5-306.B.3.	Daily Roster for each staff	3 months
R9-5-307.A	Abuse and neglect documentation	12 months
R9-5-309.B.	Current gas and sanitation inspections	12 months
	Current fire inspections	36 months
R9-5-402.C.	Staff records and reports	12 months
R9-5-501.B.6.	Lesson plans	12 months
R9-5-502.C.1.d.	Daily infant logs	3 months
R9-5-502.C.3.c.	Infant feeding instructions	3 months
R9-5-503.D.2.	Infant diaper changing log	3 months
R9-5-507.A.3.	Special needs individualized plan	12 months
R9-5-509.A.	Food Service Permit (if contracted)	12 months
R9-5-514.B.	Accident, evacuation and emergency plan	12 months
R9-5-515.B.3.	Notification of illness or infestation (parent of affected child)	3 months
R9-5-515.D.2.	Notification of illness or infestation (notice to staff, parents & local health department)	12 months
R9-5-515.D.3.	Log of absences of staff & children (due to disease or infestation)	12 months
R9-5-516.B.	Physician's injection authorization	12 months
R9-5-516.C.2.	Record of medications administered	12 months
R9-5-517.A.11.	Service & repair records of vehicles	12 months
R9-5-518.A.3.	Field trip plan and permission forms	3 months
R9-5-605.B.5.	Daily chlorine, pH & bromine readings	3 months
R9-5-605.D.	Current pool inspection	12 months